

March 2016 v3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Feb Month-end Estimate Normal DW refresh	2 LABOR: PP03 Normal DW refresh	3 LABOR: PP03 SURCHARGES Normal DW refresh	4 Normal DW refresh	5 Normal DW refresh
6	7 GL: Final Close Feb 2016 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 LABOR: PP04 Normal DW refresh	15 LABOR: PP04 SURCHARGES Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh	24 LABOR: Mar Month-end Estimate SURCHARGES CA O/U Reversal – Part C Normal DW refresh	25 Normal DW refresh	26 Normal DW refresh
27	28 LABOR: PP05 SURCHARGES Normal DW refresh	29 LABOR: Mar NOAA CORPS DISBURSEMENTS: Last run for Mar SLTs SLTs to be approved for Mar are due to FMB by 4:00 pm ET Normal DW refresh	30 SLTs 12:00 noon ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	31 CFS GL MONTH END PRELIM CLOSING 7:00 AM ET Close AP,PR, PO WIP CA O/U Process. 12:00 AM ET Close other modules Normal DW refresh		

7 AM Closing

Tier ONE modules will be placed in “**PRELIMINARY**” close for the **March 2016 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

12 Noon Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **March 2016 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
- NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process will run at 7:00 am ET Thursday March 31, 2016.

- GJ – General Journal (GJs and Labor, etc.) (GJs may be entered until 12 noon)
- GL – General Ledger